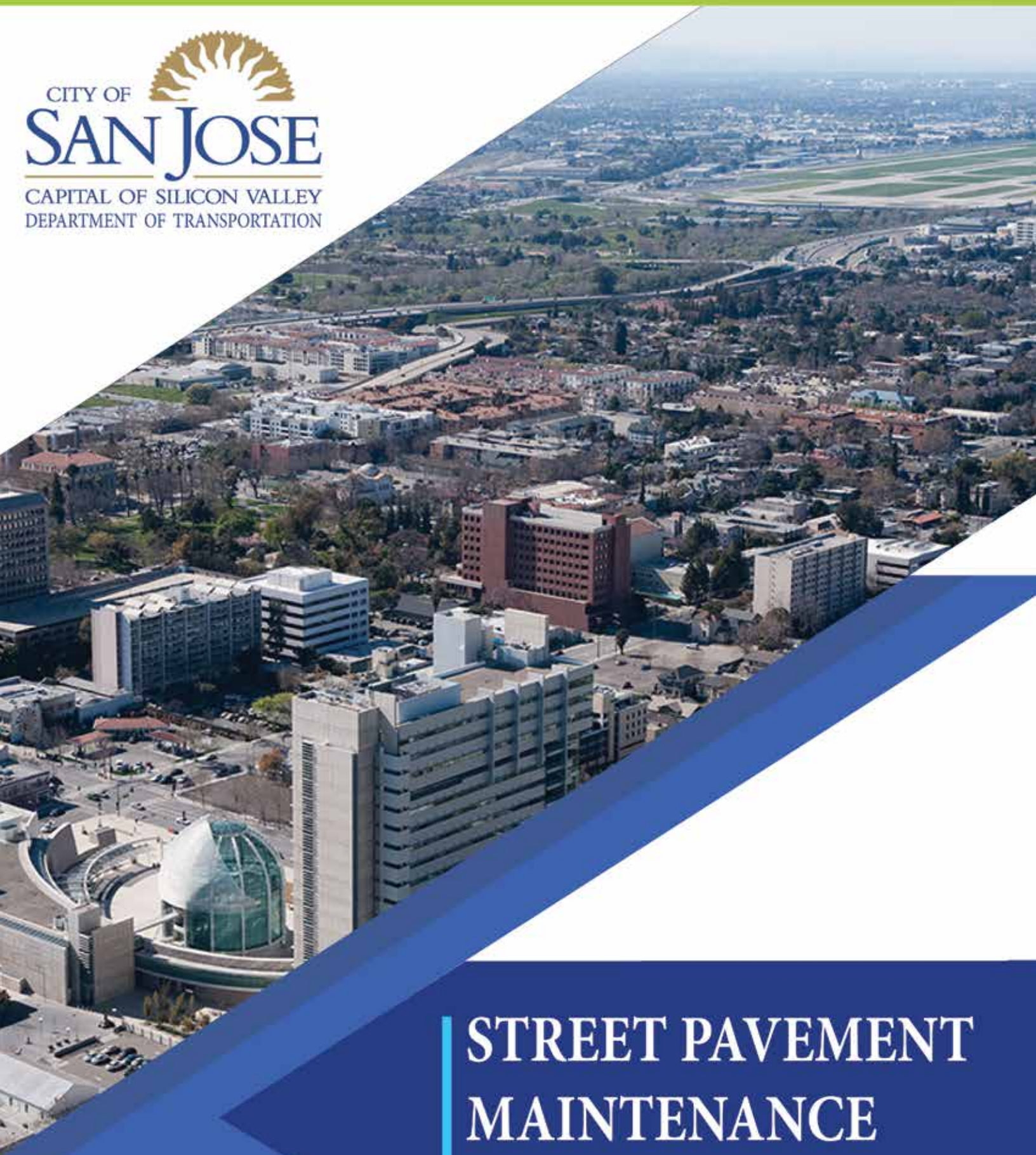




CAPITAL OF SILICON VALLEY  
DEPARTMENT OF TRANSPORTATION



# STREET PAVEMENT MAINTENANCE DIVISION MANAGER



## THE COMMUNITY

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San José’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as start-ups and advanced manufacturing.

San José’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.



## THE CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and his executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community’s needs. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, Dolce Hayes Mansion and Conference Center, and the SAP Center San José – home of the National Hockey League’s San José Sharks.

City operations are supported by 6,412 positions and a total budget of close to \$4 billion for the 2018-2019 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City’s website at [www.sanjoseca.gov](http://www.sanjoseca.gov).

## THE DEPARTMENT

In alignment with ambitious goals in the Envision San Jose 2040 General Plan, DOT is focused on transforming the City’s transportation system to support a modern and vibrant urban environment through initiatives and projects such as the following:

- **San Jose Regional Rail Projects:** A transformative \$10 billion regional investment in major transit including High Speed Rail, BART, Caltrain electrification, and the expanded Diridon Transportation Center.
- **Vision Zero San Jose:** A cutting-edge traffic safety initiative to eliminate deaths and severe injuries on our roadways through rigorous crash data analytics, detailed street safety audits, engineering solutions, education and enforcement.
- **Pavement Maintenance and Complete Streets:** The inclusion of progressive “Complete Street Standards and Guidelines” in DOT’s \$51 million annual pavement maintenance program to create a street system that is safe, connected, and convenient for all types of users, ages and abilities including pedestrians, bicyclists, transit riders, and motorists.



- **Smart City Initiatives:** DOT is at the forefront of San Jose's efforts and projects to enhance service delivery through technology and innovation initiatives such as Smart LED streetlighting, automated vehicle implementation, and advanced traffic signal management.

With an annual Operating and Capital Budget of \$348 million and 470 employees, DOT is organized into four functional divisions – Transportation Planning and Project Delivery, Transportation and Parking Operations, Infrastructure Maintenance, and Director's Office/Administrative Services.

The Department's five Strategic Priorities are as follows:

- Safe Streets for All Modes of Travel
- Balanced Transportation and Convenient Mobility
- Quality Infrastructure and Neighborhoods
- Innovation and Technology to Advance Priorities
- Engaged, Productive, and Creative People and Teams

## INFRASTRUCTURE MAINTENANCE DIVISION

The Infrastructure Maintenance Division is responsible for maintaining the City's 2,400 miles of streets and related infrastructure, including paved street surfaces, bridges, traffic signals, streetlights, signs, markings and striping, trees, sidewalks, and landscaping, as well as the public sanitary and storm sewer collection systems. The Division has a "can do" attitude, a culture of continuous improvement, and is progressive in both leadership development and style. Areas of focus include ensuring a safe work place, building strong teams, expanding the use of technology, and enhancing analytical skills and ability. While many of the staff have 'grown-up' with the Division, the organization has been successful in attracting and assimilating new talent.

## THE POSITION

Reporting to the Deputy Director of Infrastructure Maintenance, the Street Pavement Maintenance Division Manager will be focused on managing a wide range of maintenance services and projects throughout the City of San José. Three Division Managers make up the Deputy Director's senior leadership team and each will have a role in managing the Division's administrative duties as assigned by the Deputy Director, such as budget, human resources and information technology.

After years of financial constraints, the City has used a variety of new funding sources to rapidly hire and train new staff and maintain more miles of City streets. The City has spent the bulk of its pavement dollars

on major streets that convey over 85% of traffic in and through the City. Despite the improved funding situation, the annual need still exceeds resources and the condition of the rest of the City's streets is in decline and requiring a substantial influx of new money in order to rehabilitate and properly maintain the entire system. DOT is working under the direction of the City Council to develop a multi-pronged funding strategy for pavement maintenance while aggressively planning and delivering multiple maintenance and rehabilitation projects on the major streets as well as systematically maintaining residential streets for the first time since 2012.

Additionally, this position is responsible for managing the maintenance of over 170 bridges as well as the installation and retrofit of Americans with Disability Act (ADA) curb ramps throughout the City and will play a critical role in developing and refining maintenance plans for both types of infrastructure.

In light of these challenges and priorities, the Division Manager will have the opportunity to:

- Lead and manage a staff of over 55 engineering, inspection and maintenance personnel with an annual program budget exceeding \$50 million.
- Play a key role in project development and delivery. Street prioritization, selection and project scoping now requires greater engineering analysis and coordination with other City projects, departments, utility companies, elected officials, and the community.
- Oversee the development of formal plans and specifications, conduct project bid and award, and manage contracts due to additional grants and funding of which nearly all paving projects are being performed contractually.
- Perform extensive analysis to accurately define the pavement condition and funding needs of the system to assist the City Council in their development of a pavement maintenance funding strategy. In addition, the Division is proactively seeking alternative funding sources for pavement maintenance possibly through an infrastructure bond or tax levy. This will be an excellent opportunity for the successful candidate to participate in the marketing, outreach, and community engagement necessary for this type of endeavor. The Division Manager will be working closely with the DOT Director's Office and the City Manager's Office on this and other funding proposals.
- Further define the role that the City's in-house maintenance crews play in maintaining safe and serviceable streets across the entire City

## THE IDEAL CANDIDATE

The ideal candidate will possess exceptional analytical, managerial and leadership skills and be highly skilled in data-driven decision making, team building and organizational development. The successful candidate will also be highly skilled in project delivery, classic asset management functions, bid and award processes and contract/construction management. The ability to coordinate with state and federal grant funding entities, write and review project specifications, and appropriately budget and manage diverse funding streams is essential, along with the ability to prepare reports, make presentations, and constructively interact with all stakeholders. Candidates with a combination of public and private sector work experience from all geographic areas will be considered.

### Personal Characteristics and Management Style:

- Confident decision maker with a track record of producing results
- Effective and empathic communicator skilled at building relationships
- Positive demeanor and collaborative partner with stakeholders inside and outside the City organization
- Adept project manager comfortable leading in a team environment
- Proven leader in empowering employees and supporting their development and recognition
- An entrepreneurial spirit and effective change agent not adverse to fresh perspectives or the recalibration of the organization
- Experienced manager who appreciates and welcomes San José's rich multicultural, diverse environment

## MINIMUM QUALIFICATIONS

### Education, Certifications, and Experience:

- Requires a bachelor's degree in a closely related field and six years of increasingly responsible experience, including three years of supervisory experience.
- Possession of (or ability to obtain) a valid license authorizing operation of a motor vehicle in the State of California is required.

## COMPENSATION AND BENEFITS

The approved salary range for this position is **up to \$157,656.95**. Employees in the Division Manager classification will also receive an approximate five percent (5%) ongoing non-pensionable pay. The actual salary will depend on the qualifications and experience of the individual selected. The City provides an array of benefits including a competitive retirement system with full reciprocity with CalPERS.

**Retirement** – Competitive retirement system with full reciprocity with CalPERS.

**Health Insurance** – The City contributes 85% towards the premium for the lowest cost plan. There are several plan options.

**Dental Insurance** – The City contributes 100% of the premium of the lowest-priced plan for dental coverage.

**Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually with the ability to earn up to 40 extra hours annually based on performance. Sick Leave is accrued at the rate of 8 hours per month.

**Holidays** – The City observes 14 paid holidays annually.

**Deferred Compensation** – The City offers an optional 457 Plan.

**Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

**Insurance** – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

**Employee Assistance Program** – The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's benefits Website: <http://www.sanjoseca.gov/index.aspx?NID=707>.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**The final filing date is Friday, October 19, 2018.** Please apply on-line at <https://secure.cpsshr.us/escandidate/JobDetail?ID=385>. Include your resume, cover letter and a list of six work-related references (who will not be contacted until the late stages of the recruitment and will be coordinated with the successful candidate)

For questions and inquiries, please contact:

**CPS HR CONSULTING**

Teresa Webster at [twebster@cpsshr.us](mailto:twebster@cpsshr.us) or 916.471.3462.

